

# PPM 581

## MAINTENANCE ASSISTANCE

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### PURPOSE

**Maintenance** is a **supporting service** provided for the purpose of meeting costs incurred by a VR **consumer** for food, shelter, clothing, and related subsistence when the costs incurred by the consumer are the direct result of his or her participation in other **vocational rehabilitation services** and are in addition to the consumer's normal costs of subsistence.

[AUTHORITY: Federal regulations, 34 CFR 361.5(b)(35); 361.48(g)]

## **POLICIES AND PROCEDURES**

### **581-01. Requirements for Providing Maintenance Assistance**

Maintenance assistance is made available as a VR service when the costs are:

1. incurred by the consumer are for food, shelter, clothing, or related subsistence expenses;
2. incurred by the consumer's participation in one or more primary (non-supporting) VR services;
3. required for the consumer to access and participate in the service(s) supported; and
4. in addition to all other normal and ongoing subsistence costs of the consumer.

[AUTHORITY: Federal regulations, 34 CFR 361.5(b)(35)]

### **581-02. Qualifying Consumers**

VR may provide maintenance assistance for either applicant or eligible consumers. An applicant qualifies for maintenance assistance if his or her participation in an assessment for determining eligibility and priority for services (including trial work experiences and extended evaluation) results in necessary food, shelter, clothing or related subsistence costs meeting the requirements described in section 581-01 of this chapter. Eligible consumers qualify for maintenance assistance if the consumer's participation in an assessment for determining vocational rehabilitation needs or in VR services provided under an individualized plan for employment (IPE) results in necessary food, shelter, clothing, or related subsistence costs meeting the requirements described.

[AUTHORITY: Federal regulations, 34 CFR 361.5(b)(35)]

### **581-03. Nature and Scope of Maintenance Assistance**

Maintenance assistance provided by the VR program may include, but is not limited to:

1. the costs of clothing suitable for job search activities such as interviewing and uniforms required for job placement and job performance, to the degree that an employer does not provide uniforms for other employees who are not VR program consumers;
2. the costs of short-term shelter and food required for a consumer to participate in assessment or training activities at a site that is not within commuting distance for the consumer;
3. initial, one-time security deposits and utility initiation charges, if provided in connection with [relocation](#) for purposes of employment; and
4. similar costs relating to food, shelter, and clothing incurred in connection with a consumer's training program, except as noted in section 581-04.5D.

[AUTHORITY: Federal regulations, 34 CFR 361.5(b)(35); 361.48(g); 361.50(a)]

### **581-04. Limitations**

1. In General.

Maintenance assistance is a supporting service intended to support other VR services concurrently provided, and is available only to meet additional costs of subsistence incurred by consumers as a result of VR program participation. Maintenance assistance is not meant to enhance the income of the consumer or family or to alleviate chronic poverty, and is not available for general, unspecified purposes or to meet financial needs unrelated to the consumer's participation in VR services. Counselors must refer consumers with ongoing general assistance and

emergency relief needs to appropriate public assistance agencies and programs.

## 2. Supporting Service Limitations.

As in the case of all supporting services, VR cannot provide maintenance as a stand-alone service or to support any other supporting service.

## 3. Duration

Maintenance assistance must be terminated when the primary service being supported is interrupted or discontinued, or when maintenance is no longer necessary as a support for the service to which it is subordinately linked. A consumer's record of services cannot be kept in open status solely to provide continuing maintenance.

## 4. Post-employment Services

Maintenance assistance provided in conjunction with [post-employment services](#) is subject to the same requirements and limitations that apply to the provision of maintenance at all other times. If VR provides maintenance in conjunction with other post-employment VR services, the counselor must justify the need for the maintenance and specify in the consumer's record of services the primary service(s) to which it is linked.

## 5. Uses Not Allowed Under Maintenance

VR cannot pay for or reimburse under maintenance:

A. the costs of any non-subsistence goods or services (costs not specifically related to food, shelter, or clothing), including personal and home-care products or services such as cosmetics and toiletries, barber or beautician services, and housekeeping products or services;

B. food, shelter, clothing, or related subsistence costs that are ordinary, ongoing subsistence costs for the consumer;

C. general assistance or emergency relief to meet needs that have no direct cause in the consumer's participation in VR services;

D. goods and services elsewhere classified, including travel and lodging expenses payable as transportation, medical care products and services payable as physical and mental restoration, and room and board expenses payable as such in connection with postsecondary training services;

E. any purchase of land or the purchase or construction of any building;

F. any of the ordinary costs of home ownership, including mortgage, lease, or rental payments, property taxes or penalties, homeowners' or renters' insurance, ongoing utilities or other services, home maintenance or repair, or home improvements or renovations;

G. costs incurred by the consumer or consumer's family prior to or outside of his or her VR program participation;

H. costs incurred by the consumer or consumer's family without the prior knowledge and approval of the VR Counselor; or

I. compensation for work earnings, vacation or other leave, or other income or benefits lost because of VR program participation.

[AUTHORITY: Federal regulations, 34 CFR 76.533; "real property", as defined at 34 CFR 80.3; 34 CFR 361.13(c); 361.5(b)(35); 361.48(g); state agency policy]

## **581-05. Fiscal Accountability**

Maintenance assistance must be provided in accordance with all VR program policies regarding fiscal accountability, including, but not limited to, policies regarding least cost, comparable services and

[benefits](#), [price quotes](#), [fee schedules](#) and [service cost guidelines](#), and [out-of-state services](#). In accordance with state and federal requirements, VR can only pay for or reimburse maintenance costs that are properly documented by [prior approval](#) and [encumbrance](#) and verified by billings, paid receipts, or other documentation. Amounts paid cannot exceed the actual costs incurred by the consumer that are over and above his or her normal, ongoing costs of subsistence.

[AUTHORITY: Federal regulations, 34 CFR 361.1; 361.12; 361.50(c) and (e)]

## **581-06. Record of Services Documentation Requirements**

The Counselor must document the provision of maintenance and the VR service(s) for which it is a required support in the [individualized plan for employment \(IPE\)](#) of the consumer, including any IPE amendment, and must maintain all fiscal documentation relating to the maintenance assistance provided in the consumer's [record of services](#).

[AUTHORITY: Federal regulations, 34 CFR 361.1; 361.12; 361.46(a)(2); 361.47(a)(6)]